



Brimfield Township Road Department

PROCEDURE FOR:

STORM WATER AND SANTITARY DISCHARGE ELIMINATION SYSTEM WITHIN THE ROAD AND/OR THE ROAD RIGHT-OF-WAY PERMIT ISSUANCE

1. NDPES Permit
2. All Health Department Documents
3. Soil Scientist report, any and all other permits, if applicable.
4. Landowner (Applicant) completes/submits permit application (including Contractor's contact information) to the Brimfield Township Administration Office for permit. Contact – Wendi O'Neal 330-678-0739 x 12 - woneal@brimfieldohio.gov
5. Brimfield Township Road Superintendent meets with Landowner (Applicant) and Contractor at jobsite for evaluation and requirements.
6. Landowner (Applicant) submits detailed drawing of the proposed work based on the findings and requirements determined in the field with the Superintendent and General Requirements listed below:

General Requirements for Drawing

(Minimum 8.5''x11'' Paper)

For Discharge Into –

A. Enclosed Storm Water and Sewer Discharge

1. Size, material and invert (flow line) elevation of the proposed discharge pipe.
2. Size, material, and invert (flow line) elevations of the existing storm pipe at the upstream and downstream ends and calculated invert at the proposed catch basin.
3. Dimensions to the upstream and downstream ends of the existing storm pipe from the proposed catch basin.
4. Existing ground elevation where the catch basin will be placed (this should also be the proposed top of catch basin grate elevation).
5. Dimensions from the edge of road pavement and property lines to the proposed catch basin.
6. Location of the house and tank(s) on the property.

B. Open Ditch Storm Water and Sewer Discharge

1. Size, material, and invert (flow line) elevation of the proposed septic discharge pipe.
2. Bottom (flow line) and top ditch elevations at the discharge point and at each property line.
3. Size, material and invert (flow line) elevations of the driveway culvert if downstream from the discharge point.
4. Size, material and invert (flow line) elevations of the downstream roadside ditch crossover culvert if determined necessary at the field meeting.
5. Dimensions from the edge of road pavement, driveway, and property lines to the discharge point.
6. Location of the house and tank(s) on the property (if applicable).
7. Plan review and permit issuance.
8. Brimfield Township Administration Office to be contacted at least 48 prior to construction. Road Superintendent will be present for inspection during construction at intervals determined at field meeting and identified on the Drawing.



Brimfield Township Road Department

STORM WATER AND SANTITARY DISCHARGE ELIMINATION SYSTEM WITHIN THE ROAD AND/OR THE ROAD RIGHT-OF-WAY PERMIT ISSUANCE

January 2016

Permit Issue Date: _____ Permit Expiration Date: _____ Fee Paid: _____ Permit No: _____

Application, plans and fees (Road Bond Fees) must be submitted to: Brimfield Township Road Department, 1333 Tallmadge Rd. Brimfield, Ohio 44240, Attn: Wendi O'Neal, at least 10 (ten) working days prior to any work done within the Township's Road Right-of-Way. The execution of this document is subject to and without waiver of any rights conferred by tariff, the common law and general laws of Ohio, and any interest in both real and personal property, including all utility facilities, to any Public Utilities Commission of Ohio (P.U.C.O.) regulated utility.

Applicant: _____ Contractor: _____

Address: _____ Address: _____

24 Hour Phone: _____ 24 Hour Phone: _____

Email: _____ Email: _____

Location:

House No: _____ Road Name: _____

Parcel No: _____ Frontage (feet): _____

☐ Enclosed Storm Sewer

☐ Open Ditch

☐ Storm Water

☐ Installation

☐ Replacement

☐ Alteration

NPDES Permit #: _____ NPDES Expiration Date: _____

Operation Permit No.: _____ Effective Date: _____ Years Valid: _____

Road Bond Permit No.: _____ Date Filed: _____

Catch Basin Size: _____ Culvert Pipe Size: _____

OFFICE USE ONLY - Brimfield Township Road Superintendent:

Approval _____ Date: _____

Denial _____ Date: _____

Comments: _____

1333 Tallmadge Rd. Kent, Ohio 44240
Office: 330-678-0739 Fax: 330-676-6626

ACCEPTANCE OF THIS PERMIT CONSTITUTES AN AGREEMENT TO COMPLY WITH THE FOLLOWING EIGHTEEN (18) PROVISIONS WHICH ARE BINDING ON ALL SUCCESSORS, ASSIGNS BENEFICIARIES:

1. Attach drawings of the proposed work. Show plan, profile, cross section, pavement, pipes, bridges, etc.
2. Underground lines, etc. shall be no less than 30" deep, located behind the back side of the ditch line and have permanent markers at the Road Right-of-Way (R/W) line, angle points and every 200 feet within the R/W. Road crossings shall be no less than 3' below the back side of the ditch. Telephone pedestals require an 8' post with a 9X15 object marker showing their location on the R/W. Utility poles shall be no less than 10' from the edge of the roadway pavement; if applicable.
3. Brimfield Township Road Department shall be notified two (2) working days before any work is started within the R/W, contact Wendi O'Neal at 330-678-0739, woneal@brimfielddohio.gov
4. Any expense incurred by the Township due to the applicant's use of the R/W will be paid by the applicant.
5. All disturbed areas shall be promptly restored to the original condition.
6. THE CUTTING OF PAVEMENT IS NOT PERMITTED UNLESS SPECIFICALLY AUTHORIZED BY PROPER AUTHORITY.
7. The use of the pavement lane or berm for deposit of excavated materials will not be permitted.
8. This permit is valid for this installation only and only within the right-of-way of this public road.
9. The permit holder and permit holder's contractors shall abide by the MUTCD safety regulations and all OSHA standards.
10. The permit holder will be required to make any necessary repairs or relocate facilities within or over the existing Right-of-Way promptly at permit holder's expense to accommodate any improvement or repairs undertaken by the Township.
11. A permit is required for installations constructed on private property which must cross over or under the road right-of-way.
12. The permit holder and the permit holder's contractor shall be responsible for calling the Ohio Utilities Protection Service (OUPS) 48 hours prior to construction.
13. Permit holder shall be responsible for and save the Township harmless from all damages and claims to persons or property due to or resulting from any work performed under this permit and shall defend any action brought due to this work.
14. The permit holder shall save the Township harmless from all damages to permit holders' property that is not installed according to the conditions of this permit.
15. Permit holder shall be responsible for any pavement and berm failure or trench settlement occurring within twenty-four (24) months of completion of the project, if determined to have resulted from operations within the right-of-way.
16. During construction and / or maintenance of overhead lines and poles the permit holder shall trim any and all tree limbs requested by the Township.
17. The right served, during the time any or all the work is being performed, to appoint an inspector over the work who shall represent the interests of the Brimfield Township Road Department on the work, and any compensation arranged for shall be paid wholly by the permit holder. This permit may at any time, be revoked and annulled by the Brimfield Township Road Superintendent at any time for non-performance or non-compliance with any of the said conditions, restrictions and regulations hereof.
18. For NPDES permits, You, Landowner/Applicant, own the proposed work and project. The Township assumes no responsibility for permit holder's septic failure or backup.

I hereby agree to abide by the conditions stated herein during the construction and maintenance of this permit.

Signature: _____ Date: _____

Print Name: _____

Accepted by: _____ Date: _____



Brimfield Township Road Department

COMMON QUESTIONS AND ANSWERS

1. Do you need a permit?

Yes, any work or discharge within the road or road right-of-way needs a permit.

2. What is the purpose of this permit?

The purpose of this permit is to document any and all objects placed within Township property.

3. What is the road right-of-way?

The road right-of-way is Township property that allows the Township needed area if road work is needed. Typically, the road right-of-way is 50 or 60 with the road measuring 22 to 24 feet.

4. How much does this permit cost?

There is no additional cost with this permit, as the home owner will have to file a Road Bond Permit.

5. What is a Road Bond Permit?

The Road Bond Permit protects the Township upon any and all work done within Township property and/or the road right-of-way. The cost of this permit is \$50.00 plus either 25% of the excavation cost or \$2500 whichever is greater.

6. What all is needed on the drawings?

Please see attached example drawings.

7. Are elevations needed on the drawing?

Yes. The elevations do need to be noted on the drawings.

8. What size catch basin do I need?

Typically, a 2x2 catch basin is needed for an enclosed ditch, the Road Superintendent could require a different size if needed.

9. How long is the property owner responsible for the septic discharge?

The property owner is responsible for the septic discharge into perpetuity.

10. Will the Township clean out the ditch prior to installation?

Only if the Township deems the clean out necessary; shall be handled on a case-by-case basis.

11. Will the Township help with a septic failure or backup?

No. The property owner is fully responsible for their septic system; including the discharge pipe.

12. Will the Township help with storm water drainage?

No. The property owner is fully responsible for their storm water run-off.

13. How long does this permit take to file?

The permit will usually take at least one (1) week after the filing as it does include an inspection by the Road Department.